

Association of Reproductive Health Professionals (ARHP) Joint Sponsor Procedures and Guidelines

The Association of Reproductive Health Professionals will sponsor continuing medical education (CME) offerings with other organizations/institutions if the following conditions are met:

1. Consistency with the Definition, Standards and Requirements of the ACCME

Activities that will be acceptable for credit include activities which serve to maintain, develop, or increase the knowledge skills, and professional performance and relationships that a health professional uses to provide services for patients, the public, or the profession. The content of CME is that body of knowledge and skills generally recognized and accepted by the profession as within the basic medical sciences, the discipline of clinical medicine, and the provision of health care to the public. All aspects of the development, implementation and evaluation of the proposed CME activity must meet the requirements set forth in ACCME's requirements, including those stated in the 1) Essential Areas and their Elements, 2) Standards for Commercial Support, and 3) Policies.

Please refer to the following documents:

- ACCME's Essential Areas and their Elements and Standards for Commercial Support: http://www.accme.org/dir_docs/doc_upload/f4ee5075-9574-4231-8876-5e21723c0c82_uploaddocument.pdf
- ACCME's Policies: http://www.accme.org/dir_docs/doc_upload/8f4b847a-5917-4e4f-ae5f-ca0dc231dda7_uploaddocument.pdf

2. Consistency with ARHP's CME Mission Statement

Accredited activities must be designed to:

- Address gaps in the quality and safety of reproductive health care as currently practiced and identified via needs assessment data;
- Advance learners' competence (skills, knowledge, and attitudes required for performance) that will contribute to reproductive health services that are evidence-based, reflect the most recent clinical science, and promote patient-centered care, and;
- Improve learners' performance in practice.

ARHP's CME Mission Statement is posted at <http://www.arhp.org/cmmission.cfm>

3. Planning Committee and Planning Process

ARHP education staff must be an integral part of the planning process from an activity's inception. A planning committee of experts on the subject to be addressed by the activity must be established. The planning committee must include at least one physician and at least one ARHP member. The content of every CME activity must reflect the most current scientific research that meets accepted standards for experimental design, data collection and analysis. Any recommendations for the practice of clinical medicine must be based on evidence that is accepted within the medical profession as consistent with "best practices." All committee members, faculty members, staff, and any other individual in a position to

influence the content of the activity must complete a Disclosure Declaration Form and Content Validation Acknowledgement Form prior to starting activity planning.

Please refer to the following documents:

- Disclosure Declaration Form:
<http://www.arhp.org/files/Faculty%20Disclosure%20Declaration.doc>
- Continuing Medical Education (CME) Content Validation Acknowledgement Form:
<http://www.arhp.org/files/Content%20Validation%20Acknowledgement%20Form.doc>

4. Conflict of Interest Resolution

If conflicts of interest are found to exist, they must be resolved prior to decisions on learning objectives and content. Examples of appropriately resolving conflicts of interest include: 1) peer review of materials, 2) substituting committee members or faculty members who are strongly linked to a commercial supporter, 3) asking planners, authors or faculty members to divest themselves of the relationship that is producing the conflict of interest, 4) ensuring the clinical care recommendations are evidence-based and referenced, or 5) changing the role of a person with a conflict of interest within the activity so that it is no longer about products or services of the commercial interest (for example, an individual with a conflict of interest regarding products for treatment of a condition could address the physiology or diagnosis of the condition, rather than treatment).

5. Needs Assessment and Expected Outcomes

Expected outcome(s) of the activity must specify changes in the **knowledge, competence or performance** of the targeted learners that will contribute to improving the quality of reproductive health care. These expected outcomes must be clearly linked to an existing gap between the current quality of care and accepted “best practices.” The statement of expected outcomes and/or learning objectives must be submitted to ARHP for review and approval before they can be considered final and/or published in any form.

Please refer to Formulating Educational Objectives for CME Programs at
<http://www.arhp.org/healthcareproviders/cme/formulatingobjectives.cfm>

6. Communication of Expected Outcomes and Learning Objectives

The learning objectives must be clearly identified in information provided to participants and evaluation of the success of the activity in meeting those objectives must be performed. All promotional materials and registration forms should include a statement of the expected outcomes and/or learning objectives.

7. Honoraria

Teachers or authors must receive a copy of ARHP’s Policy on Honoraria. Committee/faculty members must receive confirmation letters stating that they may not accept additional honoraria related directly to the same educational activity from any other organization or commercial supporter. A sample confirmation letter that can be used is posted at
<http://www.arhp.org/files/Speaker%20Letter.doc>

Please refer to ARHP's Policy on Honoraria at <http://www.arhp.org/files/ARHP's Policy on Honoraria and Reimbursement for ARHP-related Travel.doc>

8. Evaluation

Activity evaluation is required and must include efforts to assess the impact on provider competence or performance, as well as the extent to which participants feel that learning objectives were achieved. The evaluation plan, including evaluation instruments, must be submitted to ARHP for review and approval before they can be considered final.

Please refer to the "Sample Documents" section at <http://www.arhp.org/healthcareproviders/cme/jointsponsorship.cfm>

9. Accreditation

The number of CME credit hours for each activity will be assigned by ARHP based on a review of the proposed activity agenda.

All promotional materials must list ARHP as a sponsor and should include the following accreditation statement:

"This activity has been planned and implemented in accordance with the Essential Areas and policies of the Accreditation Council for Continuing Medical Education through the joint sponsorship of the Association of Reproductive Health Professionals (ARHP) and [name of non-accredited provider]. ARHP is accredited by ACCME to provide continuing medical education for physicians. ARHP designates this continuing medical education activity for [number of approved credit hours] credit hours in category 1 of the Physician's Recognition Award of the American Medical Association."

10. Commercial Support

All jointly sponsored activities must be in compliance with the ARHP's Commercial Support Policy, and ACCME's Standards for Commercial Support. The joint sponsor must provide ARHP with the appropriate contact information for all commercial sources of support for the CME activity. ARHP must send a letter of agreement and its commercial support policy to all commercial supporters as a means of acknowledging the unrestricted nature of the educational grant and all terms and conditions related to its acceptance. This agreement also requires the signature of the joint sponsor. All sources of commercial support from commercial interests must be disclosed to learners prior to the beginning of the educational activity by using the following statement: "This activity has been made possible through an educational grant from [name of all commercial supporters]."

Refer to ARHP's Commercial Support Policy at <http://www.arhp.org/files/Commercial%20Support%20Policy.pdf>

11. Communication of Faculty Disclosure to Participants

As stated above, all individuals in a position to control the educational content members for the activity must sign a disclosure declaration identifying all relationships. Complete disclosure information, including type of relationship, must be provided in writing to the

learners at the outset of the activity. If there is nothing to disclose, it must be stated that there is nothing to disclose.

Please refer to sample Faculty Disclosure Declaration to Participants at <http://www.arhp.org/files/Disclosure%20to%20Participants%20Sample.doc>

12. Attendee List

ARHP must be provided a complete list of all attendees' first names, last names, and degrees. For attendees seeking a CME certificate, a mailing address must also be provided. Data must be provided in a format that will allow ARHP to merge it with the CME certificates; Microsoft Excel format is recommended.

Please refer to sample Attendee List Template at <http://www.arhp.org/files/Attendee%20List%20Template.xls>

13. Promotional Materials

All marketing or promotional materials must be approved by ARHP prior to their dissemination.

A sample activity announcement is posted at <http://www.arhp.org/files/Activity%20Announcement.pdf>

14. Administration and Logistics

The joint sponsor will assume primary responsibility for developing, assembling and distributing materials. The administration and logistics for the program will be the responsibility of the joint sponsor, with the exception of the awarding of CME credits/certificates. ARHP will issue CME certificates to those who participate in the educational program.

15. Documentation

Documentation of compliance with these procedures and guidelines is required.

Please refer to the Joint Sponsorship File Submission Checklist at <http://www.arhp.org/files/file%20submission%20checklist.doc>